

RAMPS
Core Activities Module
Reporting Guidance

The RAMPS system now has **two** reporting modules: one to report on compliance with the National Environmental Policy Act (NEPA) for all Recovery Act-funded projects and a new module (Core Activities) designed to capture information at the project level on development, modernization and energy efficiency work funded by the Recovery Act. The purpose of this document is to assist Public Housing Agencies (PHAs) with inputting data into the new Core Activities module in RAMPS. For information about the RAMPS NEPA module, visit

<http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting/Public%20Housing%20Capital%20Fund%20-%20Recovery%20Reporting>.

Core Activities Reporting

The Core Activities module of RAMPS is designed to collect information about the work you are doing with Recovery Act funds. Specifically, this module collects information on units of affordable housing developed or modernized using CFRG funds as well as data on energy efficiency improvements included in these units. Core Activities reporting is conducted on a quarterly basis. The Department will utilize the data collected through this effort to assess the extent of the impact that the Recovery Act funding is having on the public housing inventory, particularly to highlight the successful work that is already underway.

Please note that NEPA reporting in RAMPS has a different timeline which begins on January 1, 2010 and ends earlier on January 10, 2010.

Report	Dates to report
Section 1609 (NEPA compliance)	January 1-10, 2010
Core Activities (modernization & development; energy measures)	Changed to January 12-31, 2010*

***NOTE: if you completed your Core Activities reporting before the changes that were implemented 1/12/2010, your report will be shown as complete. However, you must go back in and edit and complete the new fields (see pages 10 -14 of this guide).**

This document will now walk you through the Core Activity reporting process from start to finish!

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RAMPS Welcome Screen



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Award List

This page displays awards for which you have access for Core Activities reporting. Please proceed to the reporting forms by either clicking the Award ID or the Core Activity link. If any of your awards show "N/A" this means you do not have to submit Core Activities for these awards.

If you believe there are awards missing from this list that you should be able to edit, please check with the administrator at your organization to ensure that this award has been assigned to your account. If you are still encountering problems, please contact the HUD Recovery Act Reporting Call Center at 1-800-998-9999 or e-mail recovery@comcon.org.

The screenshot shows the RAMPS (Recovery Act Management and Performance System) interface. The page title is "Award List" and it displays a table of awards. A callout box with arrows pointing to the "Award ID" and "Core Activity" columns contains the following text:

Click on Award ID or Core Activity links to access Core Activity reporting.

Award ID	Appropriation Program	Obligation Amount	
09CTS5563660	0327	\$2,000,000	Core Activity
MD006000050095	0305	\$9,879,750	Core Activity
MD06600650109	0305	\$2,245,973	Core Activity
PA26605230109	0305	\$835,356	Core Activity
TX24600550109	0305	\$7,864,011	Core Activity

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PHCF Project List for Your Award ID

Below is the list of projects/developments that you may choose to associate with this award. Click the box on the left to assign the developments to this award. Check the box for each development where work is being conducted with funds from this award. If you make a mistake, you can un-assign the development from the award by un-checking the box at the left. The award list at the right tells you whether the development has already been assigned.

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back!

Home - NEPA Reporting - Core Activity - Award List

PHCF Project List for Award ID PA26S05250109

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: 12/31/2009

Below is the list of projects/developments that you may choose to associate with this award. Click the box on the left to assign the developments to this award. Check the box for each development where work is being conducted with funds from this award. If you make a mistake, you can unassign the development from the award by unchecking the box at right. The award list at the left tells you whether the development has already been assigned.

Award ID PA26S05250109
The projects with this award:

Assigned	Project Number	Project Name	Building Units	Assigned to Award
<input checked="" type="checkbox"/>	PA052000002	WEBSTER MANOR-STEVENS TO	0	PA26S05250109
<input checked="" type="checkbox"/>	PA052000001	WEBSTER MANOR-STEVENS TO	0	PA26S05250109
<input checked="" type="checkbox"/>	PA052000003	MODULAR HOUSING UNITS	0	PA26S05250109
<input type="checkbox"/>	PA052009999	WEBSTER MANOR-STEVENS TO	0	N/A

U.S. Department of Housing and Urban Development
[Freedom of Information Act](#) [Privacy policy](#) [Web Policies](#)

Done
Kevin - Out... RAMPS - U.S. Depar... Document - Micro...
Internet | Protected Mode: On 100%
1:30 AM
Wednesday
12/30/2009

Award list

Check boxes to assign developments to award.

Click continue to advance.

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Core Activity List for your Award ID

Below is the list of projects or developments associated with this award. Beneath each project/development listing, there is a report for each reporting quarter. Click the title of the project/development to enter preliminary information about the project/development (see page 6 for screen shot). Once you have entered the preliminary information, return to the Core Activity List for this award and select the "edit" button to view and edit the report (see page 7 for screen shot).

The screenshot displays the 'Core Activity List for Award ID PA26S05250109' in the RAMPS system. The page includes a legend on the left, a table of projects and reports, and two callout boxes with instructions. The table has columns for 'Project' and 'Options'. The projects listed are 'MODULAR HOUSING UNITS', 'WEBSTER MANOR-STEVENS TO', and 'WEBSTER MANOR-STEVENS TO'. Each project has associated reports for '2009 Q4 CY' with an 'Edit' link. A callout box points to the 'Edit' link with the instruction: '2) Click on edit link to view and edit report – see page 7'. Another callout box points to the project title with the instruction: '1) Click the title link to enter preliminary information – See next page (page 6) for screen shot.' The page also shows the user 'TESTUSER' and the system title 'Recovery Act Management and Performance System (RAMPS)'.

Project	Options
MODULAR HOUSING UNITS (PA052000003)	
2009 Q4 CY [Edit]	
WEBSTER MANOR-STEVENS TO (PA052000001)	
2009 Q4 CY [Edit]	
WEBSTER MANOR-STEVENS TO (PA052000002)	
2009 Q4 CY [Edit]	

Notice the three projects selected on the previous page are now included on this list.

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Edit an existing Core Activity project

The screenshot shows the 'Edit Project' form in the RAMPS system. The form title is 'Edit Project' and it says 'Edit an existing Core Activity project.' The form fields are:

- Title: MODULAR HOUSING UNITS
- Planned Total # of Units to be Developed: 0
- Planned Total # of Units to be Rehabilitated: 65

Buttons: Submit, Cancel

Callouts:

- 'Planned New Unit Development' points to the 'Planned Total # of Units to be Developed' field.
- 'Planned Rehab for Units' points to the 'Planned Total # of Units to be Rehabilitated' field.
- A box at the bottom left says: 'Takes you back to previous page – Core Activity List. Once on the Core Activity list again, click **edit** and see page 7 for the next screen shot.'

Key Terms:

Planned total # of units to be developed – Total number of new units to be added to the ACC using Recovery Act funds. For PHAs that submitted a Capital Fund Performance Report by the deadline in December, this field should be auto-populated. For PHAs that did not submit a Capital Fund Performance Report in an excel spreadsheet to the Office of Capital Fund Improvements by the deadline in December, planned unit counts will default to zero and you will have one opportunity to edit this field for the reporting period so please confirm your answer before saving. Please note that once the report is saved, this field will be locked and you will need to ask your HUD administrator to make the change.

Planned total # of units to be rehabilitated – Total number of existing ACC units being rehabilitated/modernized using Recovery Act funds. Unless the PHA is creating a new development, most project work on existing public housing units will be considered as “rehabilitated”. Similar to the Performance Report in December, for unit counts related to modernization, one should count all units that are impacted by the modernization activity. For instance, if a PHA is replacing the roof on a building that has 5 units, it is to count all 5 units in the unit totals.

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Section Overview

Section Overview provides a quick look at the status of all sections. The Section Overview also allows the user to visit a section of the form for completion or review. Possible section statuses are New, Incomplete, Complete and Not Required.

Ensure that all sections below are marked "Complete". Any incomplete sections should be visited and completed before submission.

Completion status on the Section Overview page refers to completed sections of the Core Activity report module, not completed environmental review projects.

The screenshot shows the RAMPS Section Overview page. The page title is "Section Overview" and it includes a navigation menu on the left with links for "Go Back to Project List", "Section Overview", "Grantee Information", "Project Information", "PHCF Project/Development Information", "Award Summary", and "Section Review and Submission". The main content area displays a "Section Progress" table with columns for section name, status, and a "Visit" link. The table lists: Grantee Information (Information), Project Information (Not Required), PHCF Project/Development Information (Incomplete), and Award Summary (Information). A callout box labeled "Section status" points to the status icons in the table. Another callout box labeled "Click visit link or link in Section Overview on left" points to the "Visit" links in the table and the "Section Overview" link in the navigation menu. A third callout box labeled "Illustrates which section of the module you are in." points to the "Section Overview" link in the navigation menu. The page also includes a header with "Recovery Act Management and Performance System (RAMPS)" and a user profile for "TESTUSER".

Section Name	Status	Action
Grantee Information	Information	Visit
Project Information	Not Required	Visit
PHCF Project/Development Information	Incomplete	Visit
Award Summary	Information	Visit

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Grantee Information

This page provides summary information for this report. You do not need to enter anything here- it is for your reference only.

The screenshot shows the RAMPS web application interface. The browser address bar indicates the URL: <http://demo.citizant.com:8080/ramps/perf.do?formId=PERF&cmds.doGoPage§ionId=GranteeInfo>. The page title is "Recovery Act Management and Performance System (RAMPS)". The user is logged in as "TESTUSER".

The "Grantee Information" section contains the following data:

Program:	Public Housing Capital Fund
Organization Name:	Housing Authority of the County of Lebanon
Grant Number:	PA26505250109
DUNS Number:	160999603
CFDA Number:	14.885
Appropriation Number:	0305
Program Code:	C56
Recipient Congressional District:	PA-17
Reporting Year:	2009
Reporting Quarter (Calendar Year):	4
Total Award Amount:	\$835,356.00
Total Award Disbursed:	\$304,062.13

Below the data table, there are two buttons: "Previous Section" and "Save and Continue". A callout bubble points to the "Save and Continue" button with the text: "Save and Continue advances you to the next screen."

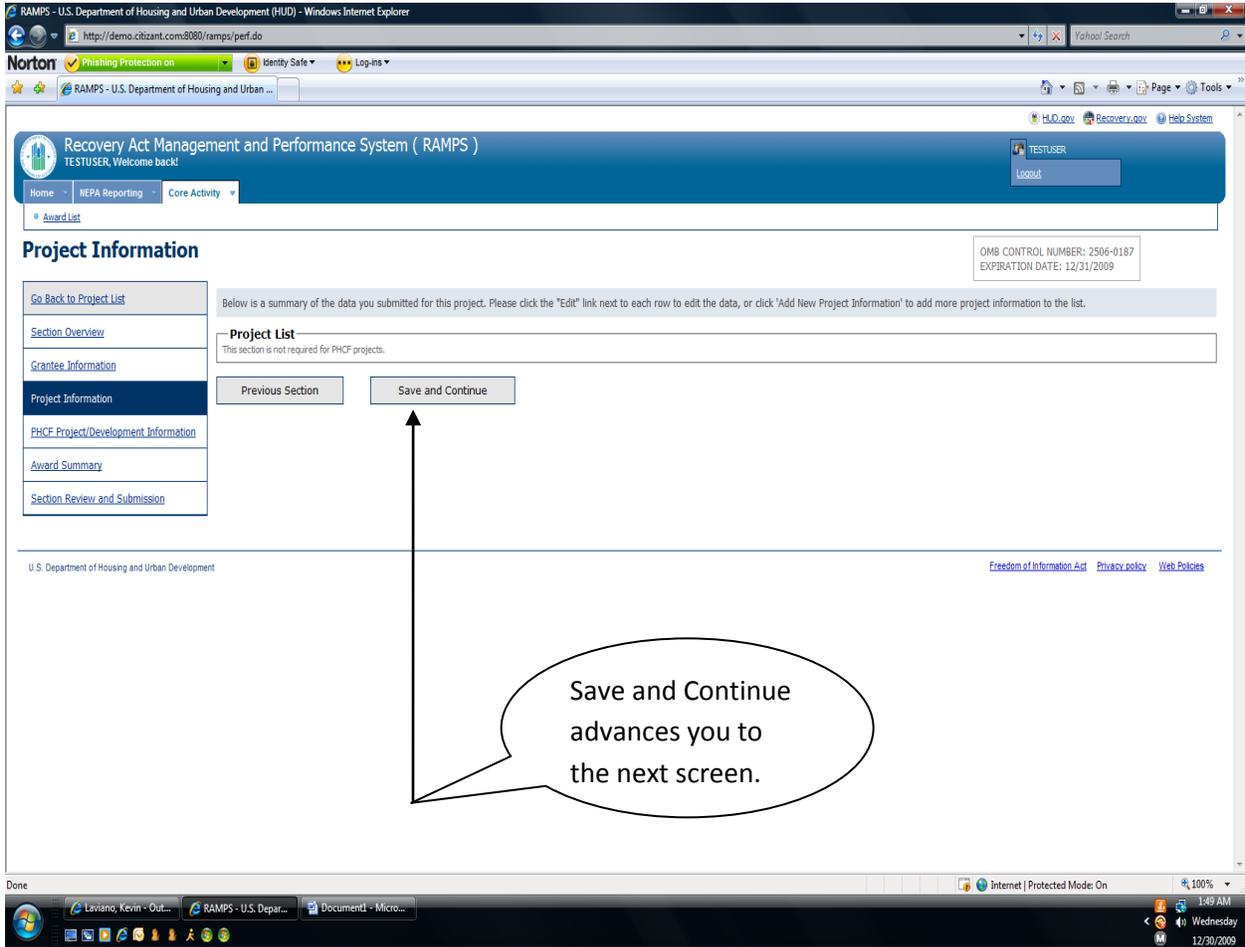
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Project Information (not required)

This section is not required for PHCF projects



The screenshot displays the RAMPS (Recovery Act Management and Performance System) interface. The browser window title is "RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer". The URL is "http://demo.citizen.com:8080/ramps/perf.do". The page header includes "Recovery Act Management and Performance System (RAMPS)" and "TESTUSER, Welcome back!". The main content area is titled "Project Information" and contains a "Project List" section. A callout bubble points to the "Save and Continue" button with the text: "Save and Continue advances you to the next screen." The page footer includes "U.S. Department of Housing and Urban Development" and links for "Freedom of Information Act", "Privacy policy", and "Web Policies".

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PHCF Project/Development Information

Please use the form below to enter data to about the work being conducted with your Recovery Act grant.

Location: The project/development address has been pre-populated for most developments, and is not editable. If your location information does not auto-populate, you can still report on the development information and the location information will just remain blank. For this section, please provide information about where actual work is taking place. Choose from among three basic location options: 1) Select “All Buildings” if all of the buildings in this project/development are affected by this work; 2) Select “Some Buildings” if some of the buildings in this development are being affected and then select the buildings affected by checking the boxes for the buildings from the list of buildings that displays for this selection; 3) Select “Scattered Sites” if the work is being done across a wide geographic area and affects 50 or more buildings and then enter an address in the "approximate geographic address" fields that display for this selection.

Unit Counts: Report all unit counts as the total number for the project/development. This means that different types of work you did across the development should be summed and entered as the total number of units. For example, if you rehabilitated 40 units in one building and 30 units in a separate building, check off these buildings from the list below and report a total of 70 units rehabilitated in the development. All reporting is cumulative. Enter the total units developed or rehabilitated rather than the incremental amount since the last time you reported. For example, if you report 70 units for 2009 Q4 (CY) for this development, and you modernize an additional 30 between the first report and the next quarter report, for 2010 Q1 (CY) enter the cumulative amount of 100 units.

Energy Efficiency Unit Counts: Report the following: 1) energy efficiency unit counts planned for the life of the project and 2) energy efficiency total unit counts completed by the end of the previous quarter (e.g., December 31, 2009 for the January reporting cycle). All reporting is cumulative, rather than incremental. Enter the number of units affected by each type of major energy efficiency category. Then enter the number of units that received specific energy conservation measures using the detailed list below each major energy efficiency category.

For example, if you installed new storm doors in 70 units and new storm windows in 10 of those units, check the box for Doors and Windows, and enter 70 units. Under the detailed list for each category below, enter 70 units for Storm Doors and 10 units for Storm Windows. If you installed new storm doors

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in 30 units and new storm windows in a different set of 40 units, check the box for Doors and Windows, and enter 70 units. Under the detailed list for each category below, enter 30 units for Storm Doors and 40 units for Storm Windows. In this section, **you should count each unit as many times as applicable- do not worry about double counting in these fields.**

An explanation for **each data field** numbered below follows the screen shot.

This is where the bulk of your data entry will occur. Below are definitions of key terms for each section above:

1. Project Development Location:

- Auto-populated for most developments - you will not need to enter any information here. If it is not auto-populated, there could be many reasons. This is not an issue and you should

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continue reporting on the remaining development information. The location information will just remain blank which is acceptable.

2. Type of Work:

- Newly Developed – New ACC units using Recovery Act funds
- Rehabilitated – Existing ACC units receiving enhancement using Recovery Act funds
- Non-development/Non-rehab – Work on the project that is not related to the housing unit, such as parking lots, sidewalks, common areas, etc.

3. Description of Work for this Project/Development:

- Briefly describe the type and scope of work performed (e.g. Roof replacement and interior drywall repair in 4 units).

4. Activity is being performed on:

- **All buildings:** Select if all of the buildings in this project/development are touched by this work.
- **Some buildings (will select from list):** Select if some of the buildings in this development are being affected and then select the buildings affected by checking the boxes for the buildings from the list of buildings that displays.
- **Scattered site:** Select if the work is being done across a wide geographic area and affects 50 or more buildings and then enter an address in the "approximate geographic address" fields that display for this selection.

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Energy Efficient Measures

Enter both planned number of units and total completed number of units in the appropriate columns. For each category of energy efficient measures, you will need to click the link to the right of the category title to expand the section to enter detailed unit information. You will need to report energy efficient units counts in two ways 1) by general category, i.e. doors and windows and 2) by detail i.e. storm windows, replacement windows, window sunshades, storm doors. Also in each category you will have to report the number of units in 2 ways 1) # of planned units and 2) # of completed units in the general and detailed categories.

See the below slide for more detail. The top section (above the separator line) is for unit counts for the **type of work** – see the definition for unit count on page 10. Below the separator line illustrates the population of data fields in the **energy efficient category** section – refer to definitions on page 10.

Overall # of units for project (66)

Enter # of units completed (41)

Enter # of units started (66)

Doors and Windows		# of Planned Units	# of Completed Units
If applicable to your Project/Development, check the box below and enter the unit count			
<input checked="" type="checkbox"/>	Doors and Windows	66	
Detailed Information		# of Planned Units	# of Completed Units
	Install Storm Windows	0	
	Install Replacement Windows	66	
	Install Window Sun Shades	0	
	Install Storm Doors	0	

of units by Energy Efficient Category

“Click to expand” the section and enter unit data for the category

Each energy efficient category has 2 sections – general & detailed. Report planned & completed units for each section

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For each applicable energy efficiency category, check the box on the left and enter the total number of units for which the work is being performed. In the subsection titled “Detailed Information”, enter the number of units for each type of work within the efficiency category. For instance, a PHA may have done “insulation and air sealing” work in 5 units total but the work breaks down to include “roof insulation” in 3 units and “air sealing” in all 5.

The screenshot shows the RAMPS reporting interface in a web browser. The browser address bar shows the URL: http://portal.hud.gov/app_ramps/perf.do?formId=PERF&cmd=doGoPage§ionId=PHCFBuilding. The interface includes a Norton security bar and a taskbar at the bottom with several open applications.

Key elements and callouts in the interface include:

- Energy efficient checkbox:** A callout points to the checkbox for "Insulation and Air Sealing".
- Total units for category:** A callout points to the "# of Completed Units" column for the "Insulation and Air Sealing" category.
- Totals for each specific type of work for the respective category:** A callout points to the "Detailed Information" table, which lists sub-categories like "Install Attic Insulation", "Air Sealing", and "Install Roof Insulation" with their own "# of Planned Units" and "# of Completed Units" columns.
- Click to expand and report on other applicable Energy Efficient Measures:** A callout points to the "Lighting" section, which has a "(Click to Expand)" link.
- Will take you to Award Summary. See next Page.:** A callout points to the "Save and Continue" button at the bottom of the form.

Definitions for the **eleven categories** of Energy Efficient Measures are included on pages 20-27. The eleven categories of Energy Efficient Measures are listed below:

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- Doors and Windows
- Insulation and Air Sealing
- Heating and Cooling
- HVAC/Temperature Controls
- Domestic Hot Water
- Lighting
- Appliances
- Water Conservation
- Renewable Energy
- Green Measures
- Other

In this section, you should count each unit as many times as applicable across categories- do not worry about double counting in these fields. For example, if your PHA replaces an inefficient hot water heater with a solar geothermal hot water heater, you should enter the total unit count in both relevant data fields- count the unit in “replace inefficient water heater” under the Domestic Hot Water category and in “install solar thermal hot water systems” under the Renewable Energy category.

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Award Summary

This page provides summary information for the grant associated with this project/development. Aggregate information for all projects/developments associated with this grant is shown here. You do not need to enter anything on this page. It is for your reference only.

The screenshot displays the RAMPS (Recovery Act Management and Performance System) interface. The browser window title is "RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer". The URL is "http://demo.citizen.com:8080/ramps/perf.do". The page header includes "Recovery Act Management and Performance System (RAMPS)" and "TESTUSER, Welcome back!". The navigation menu on the left includes "Home", "NEPA Reporting", "Core Activity", and "Award List". The main content area is titled "Award Summary" and contains a table with the following data:

	Actual	Cumulative	Planned
Total # of Units to be Developed:	0	0	0
Total # of Units to be Rehabilitated:	100	100	1295

Below the table are two buttons: "Previous Section" and "Save and Continue". A callout box with an arrow pointing to the "Save and Continue" button contains the text: "Will advance you to Section Review and Summary. See next page".

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Section Review and Submission

This section provides a more detailed look at the status of all the sections. You can see and review the fields entered in all form sections. You can visit a section of the form for completion or review. All sections must be marked "Complete" or "Not Required" *prior* to Final Submission which will report the information to HUD for final reporting.

Ensure that all sections below are marked "Complete". Any incomplete sections should be completed before submitting.

Completion status on the Section Overview page refers to completed sections of this report, NOT completed environmental review projects.

The screenshot shows the 'Section Review and Submission' page in a web browser. The page title is 'Management and Performance System (RAMPS)'. The user is logged in as 'TESTUSER'. The page contains an 'Important Note' box, a detailed description of the section, and a 'Section Review' table. The table shows 'PHCF Project/Development Information' as 'Complete' with a 'Visit' link. Below the table is a 'Submit Report' button and a checkbox labeled 'This is the final report.'. Callouts are present: a speech bubble pointing to the 'Visit' link says 'Click on link to review.'; a speech bubble pointing to the 'Submit Report' button says 'Submit report to complete Core Activities Reporting for this project.'; and a speech bubble pointing to the 'This is the final report.' checkbox says 'Only check this box when the grant is complete'. The page footer includes 'U.S. Department of Housing and Urban Development' and links for 'Freedom of Information Act', 'Privacy policy', and 'Web Policies'. The system clock shows '4:14 AM Wednesday 12/30/2009'.

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Section Overview

Section Overview provides a quick look at the status of all sections. The Section Overview also allows the user to visit a section of the form for completion or review. Possible section statuses are New, Incomplete, Complete and Not Required. Ensure that all sections below are marked "Complete". Any incomplete sections should be completed before submission.

Completion status on the Section Overview page refers to completed sections and not completed environmental review projects.

The screenshot shows the RAMPS Section Overview page. A green banner at the top of the main content area displays the message "Project submitted successfully!". Below this, a table titled "Section Progress" lists various sections and their completion status. A callout bubble points to the "Project submitted successfully!" message with the text "Successful completion!". Another callout bubble points to the "Go Back to Project List" link with the text "Go back to Project List to finish reporting on remaining projects.".

Section	Status	Action
Grantee Information	Information	Visit
Project Information	Not Required	Visit
PHCF Project/Development Information	Complete	Visit
Award Summary	Information	Visit

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Submit a Core Activity Report for all Recovery Act funded projects

Remember, you must complete a Core Activities report for each project/development where Recovery Act funds are being expended. Therefore, if you have more than one project /development, you must go back to the project list. See below:

The screenshot displays the RAMPS (Recovery Act Management and Performance System) interface. The main heading is "Core Activity List for Award ID PA26S05250109". Below this, a table lists projects and their quarterly reports. The table has columns for "Project" and "CY" (Calendar Year). The projects listed are "MODULAR HOUSING UNITS" and "WEBSTER MANOR-STEVENSON". The reports are categorized by "CY" (2009 Q4) and "Report Status" (Submitted or Not Submitted). A callout box points to a green flag next to a report, stating "Will show green flag for report submitted". Another callout box points to red flags next to reports, stating "Shows red flag for reports not submitted." The page also includes a legend on the left side and a footer with "U.S. Department of Housing and Urban Development" and "Freedom of Information Act | Privacy policy | Web Policies".

Project	CY	Report Status
MODULAR HOUSING UNITS (PA052000003)	2009 Q4	Submitted (Green Flag)
WEBSTER MANOR-STEVENSON (PA052000001)	2009 Q4	Not Submitted (Red Flag)
WEBSTER MANOR-STEVENSON (PA052000002)	2009 Q4	Not Submitted (Red Flag)

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Energy Efficiency Definitions

Use these definitions to assist you in completing the Energy Efficient Measures in RAMPS

Green Measure	Definition
How many new units were energy efficient?	An energy efficient new unit incorporates energy conservation measures that make it more energy efficient than other new units.
How many new units were the energy efficient units certified as ENERGY STAR qualified or by another nationally recognized Green Program?	Green measures for new units are those with LEED, ENERGY STAR, or Enterprise Green Communities ratings/labels.
Doors and Windows	Doors and Windows energy conservation measures affect the exterior or “envelope” of a building. Examples of Doors and Windows ECMs include replacement windows, storm doors, storm windows, and window film.
How many units had ENERGY STAR qualified Replacement Windows installed?	ENERGY STAR qualified windows meet a stringent energy efficiency specification set by the Department of Energy (DOE) and have been tested and certified by the National Fenestration Rating Council (NFRC). Windows should be as specified by ENERGY STAR: http://www.energystar.gov/index.cfm?c=windows_doors.pr_crit_windows
How many units had ENERGY STAR qualified Doors installed?	ENERGY STAR qualified doors meet a stringent energy efficiency specification set by the Department of Energy (DOE) and have been tested and certified by the National Fenestration Rating Council (NFRC). Windows should be as specified by ENERGY STAR: http://www.energystar.gov/index.cfm?c=windows_doors.pr_crit_windows
How many units had Energy Efficient Storm Doors installed?	A storm door that, in combination with the exterior door over which it is installed-- (a) Has a U-factor and SHGC of 0.30 or below; and (b) Meets the prescriptive criteria for such component established by the 2006 IECC.
How many units had Energy Efficient Storm Windows installed?	A storm window that, in combination with the exterior window over which it is installed-- (a) Has a U-factor and SHGC of 0.30 or below; and (b) Meets the prescriptive criteria for such component established by the 2006 IECC.
How many units had windows	Energy efficient window films are those that meet the

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covered with Energy Efficient Window Film?		requirements of a "qualifying insulation system." The window film manufacturer must certify that the film meets the requirements. Make sure you get a "Manufacturer Certification Statement" that certifies the product meets the requirements.
Insulation and Air Sealing		Insulation and Air Sealing energy conservation measures affect the exterior or "envelope" of a building. Examples of Insulation and Air Sealing ECMs include adding attic insulation, adding roof insulation, adding wall insulation, and air sealing.
How many units were covered by the installation of Additional Attic or Roof Insulation?		Install additional attic insulation to meet or exceeds current building code requirements. Install additional roof insulation to meet or exceeds current building code requirements only if the attic is tightly sealed, i.e. isolated from outside and any roof or soffit vents.
How many units were professionally Air Sealed?		<p>Air sealing in single family detached and semi-detached should be verified by blower door testing, and follow up IAQ (carbon monoxide) testing, if appropriate. If accessible, seal air leaks using materials (low VOC if available) that meet local fire code requirements, including at a minimum:</p> <ul style="list-style-type: none"> ▪ to attic spaces or into basements; include sill and top plates ▪ along the top, bottom, or inside party walls ▪ around windows and doors ▪ around access to common stair wells around plumbing, electrical, or ventilation shafts ▪ around any vents, flues, chimneys that penetrate the roof or side walls ▪ around decks, balconies, or cantilevers
Heating/Cooling		Heating/Cooling ECMs are measures that save energy by directly affecting heating or cooling equipment. These include: (1) measures that involve changes directly to the equipment, such as vent or flue dampers; electronic ignition; controls; replacement of inefficient heating or cooling equipment; combined heat and power; (2) measures that regulate the temperature in the dwelling units, such as setback thermostats, radiator controls or Energy management Systems; and (3) measures that improve the distribution system, such as insulating hot water or steam pipes; converting steam distribution system to hot water; and sealing and insulating ducts.
How many units with furnaces/boilers received Flue/Vent		A flue/vent damper is a device installed in the vent of a furnace or boiler that automatically closes the vent when the burner goes off to reduce the loss of warm air up the chimney.

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Dampers?		
How many units with furnaces/boilers were Converted to Electronic Ignition?		Electronic ignition is used to replace the constant-burning pilot lights on gas-fired heating systems.
How many units had Inefficient Heating Plants replaced with high efficiency/ENERGY STAR qualified heating plants?		92 AFUE gas furnace, ENERGY STAR qualified; <u>OR</u> 85 AFUE boiler, ENERGY STAR qualified; <u>OR</u> 85 AFUE oil furnace, ENERGY STAR qualified; <u>OR</u> ≥ 8.2 HSPF / 14.5 SEER / 12 EER ENERGY STAR qualified heat pump; <u>OR</u> ENERGY STAR qualified Geothermal Heat Pump: Open Loop: ≥ 3.6 COP; ≥ 16.2 EER Closed Loop: ≥ 3.3 COP; ≥ 14.1 EER Direct Expansion (DX): ≥ 3.5 COP; ≥ 15 EER
Number of units that received Insulation for Hot Water or Steam Pipes		All circulating service hot water piping shall be insulated to at least R-2.
Number of units Seal and Insulate Ducts		Seal all duct joints with air-tight collars, mastic and/or UL-181 tape Insulate all ductwork located in unconditioned space to at least R-6. Insulate all accessible ductwork located in conditioned space to at least R-4. Especially in places where condensation is a problem.
How many units had Inefficient Central Air Conditioners replaced with efficient/ENERGY STAR qualified air conditioners?		≥ 14.5 SEER / 12 EER ENERGY STAR qualified AC; <u>OR</u> ≥ 8.2 HSPF / 14.5 SEER / 12 EER ENERGY STAR qualified heat pump; <u>OR</u> ENERGY STAR qualified Geothermal Heat Pump: Open Loop: ≥ 3.6 COP; ≥ 16.2 EER Closed Loop: ≥ 3.3 COP; ≥ 14.1 EER Direct Expansion (DX): ≥ 3.5 COP; ≥ 15 EER
How many units had HVAC pump motors >1 HP replaced with high efficiency motors	Multifamily Only	Motors and Pumps 1 hp or greater should be National Electrical Manufacturers Association (NEMA) premium efficiency Product scope and nominal efficiency levels for the NEMA Premium program. http://www.nema.org/stds/complimentary-docs/upload/MG1premium.pdf
HVAC Temperature Controls		These energy conservation measures are relatively cheap and easy to install controls for HVAC systems.

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How many units with boilers had Boiler Controls/Outdoor Air Reset installed?	Multifamily Only	Boiler controls save energy by regulating the boiler so that it operates only when necessary. The most basic type of boiler control is an outdoor air reset/cutout control system, which senses outdoor temperature and matches boiler operation to how much heat the residence needs..
How many units with radiators had Radiator Controls installed?	Multifamily Only	Thermostatic radiator valves regulate the amount of heat a radiator gives off.
How many units had thermostats replaced with Programmable Thermostats?		Use ENERGY STAR qualified thermostats.
Domestic Hot Water		
How many units Received insulated Hot Water Tanks?		Ensure total of R-16 insulation. Many older DHW heaters are equipped with R-7 so install a minimum of R-9 rated blanket over water heater or hot water storage tank.
How many units had clothes washing machines Converted to Cold Rinse?	Multifamily Only	Although warm or hot water is necessary to wash some types of clothing, cold water can be used in the rinse cycle for all applications. Converting laundries to cold-rinse cycle can generate significant energy savings by cutting down on hot water use.
How many units had inefficient Water Heaters replaced with high efficiency/ ENERGY STAR qualified Hot Water Heaters?		<p>In unit:</p> <p>Gas (EF) ≥ 0.67</p> <ul style="list-style-type: none"> • In-unit gas water heaters need to be sealed combustion. <p>Electric (EF): 52 Gal EF ≥ 0.92 66 Gal ≥ 0.90 80 Gal ≥ 0.89</p> <p>Heat Pump Water Heaters: EF ≥ 2.0</p> <p>Central Water Heaters</p> <ul style="list-style-type: none"> • DHW equipment shall be specified as indirect fired or standalone tanks only. • Only gas water heaters that vent to the outside will be specified. • The maximum storage tank capacity shall be specified based on occupancy. • The distribution system shall include a DHW loop with a timed or temperature based control on the circulating pump.

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		<ul style="list-style-type: none"> Electronic mixing valves shall be used to control hot water temperature. <p>Note: If your PHA replaces an inefficient hot water heater with a solar geothermal hot water heater, you should enter the total unit count in both relevant data fields- count the unit in “replace inefficient water heater” under the Domestic Hot Water category and in “install solar thermal hot water systems” under the Renewable Energy category.</p>
How many units had ENERGY STAR qualified Solar Thermal Hot Water System installed?		ENERGY STAR qualified Solar Thermal Hot Water Systems use the sun to heat water. These heating systems typically include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't.
Lighting		Lighting ECMs save electricity through the installation of more efficient lighting and/or by controlling the operation of lights. Examples include: replacing incandescent lights with fluorescent lighting in dwelling units and common areas; installing more efficient lamps and ballasts in common areas; installing lighting controls in common areas; improving the efficiency of outdoor lighting; and installing outdoor lighting controls.
How many units had Incandescent Light Bulbs and conventional indoor light fixtures replaced with ENERGY STAR qualified Compact Fluorescent Lighting and fixtures?		ENERGY STAR qualified light fixtures and bulbs use about 75 percent less energy than standard incandescent bulbs, generate 75% less heat, and last up to 10 times longer. All types of fixtures are available. Bulbs are available in different sizes and shapes to fit in almost any fixture. ENERGY STAR qualified fixtures are designed to optimize the performance of the enclosed efficient light source.
How many units had exit signs replaced with ENERGY STAR qualified LED exit signs?	Multifamily Only	ENERGY STAR qualified LED exit signs use very little energy, 5 watts or less, per sign.
How many units had outdoor and common area lighting fixtures		ENERGY STAR qualified light fixtures and bulbs use about 75 percent less energy than standard incandescent bulbs, generate 75% less heat, and last up to 10 times longer. All types of fixtures are available. Bulbs are available in different sizes and shapes to

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replaced with ENERGY STAR qualified fixtures and lamps?		fit in almost any fixture. ENERGY STAR qualified fixtures are designed to optimize the performance of the enclosed efficient light source.
How many units had lighting controls in outdoor and common areas were installed?		There are two main types of lighting controls: occupancy controls and daylighting controls. Occupancy controls turn off or dim all or most of the lights in a space that is unoccupied. Daylighting controls use light sensors that detect natural light and turn off or dim lights appropriately.
Appliances		Appliances include replacing old refrigerators, dishwashers, or clothes washers with energy-efficient models.
How many units had refrigerators replaced with an ENERGY STAR qualified Refrigerators		ENERGY STAR qualified refrigerator models use at least 20 percent less energy than required by current federal standards and 40% less energy than the conventional models sold in 2001.
How many units had Clothes Washers replaced with ENERGY STAR qualified Clothes Washers		Clothes washers with the ENERGY STAR label can cut clothes washing related energy costs by more than a third and the water costs by more than half.
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How many units had Window AC units replaced with ENERGY STAR qualified Window AC units		ENERGY STAR qualified room air conditioners use at least 10% less energy than conventional models.
How many units had Dishwashers replaced with ENERGY STAR qualified Dishwasher units		ENERGY STAR qualified dishwashers use at least 41 percent less energy and much less water than conventional dishwashers.
Water Conservation		Water conservation measures are green measures focused on

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		water savings and related energy savings from heating domestic hot water.
How many units had toilets replaced with Water-saving Toilets?		Low flow toilets use less than 1.28 gallons per flush. This is 20% less than the current normal toilet that uses 1.6 gallons per flush.
How many units had showerheads and faucet aerators replaced with Low-flow Showerheads and Faucet Aerators?		Low-flow showerheads use less than 2.2 gallon per minute and low-flow faucets are less than 1.5 gallons per minute
How many units had a Gray water recycling system installed?		Greywater is wastewater from bathtub, shower drain, sinks, washing machines, and dishwashers. Greywater can be recycled for irrigation, toilets, and exterior washing, resulting in water conservation. Check local codes. Many do not yet allow greywater recycling for indoor use.
Renewable/Green Energy Systems		These include solar thermal (hot water); photovoltaic panels; geothermal; and other renewable systems.
How many units had solar thermal hot water systems installed?		ENERGY STAR qualified Solar Thermal Hot Water Systems use the sun to heat water. These heating systems typically include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't.
How many units had Solar Photovoltaic Panels installed?		
How many units had geothermal installed?		
Did you Install Cogeneration/Micro Combined Heat and Power Systems?		<p>Multi-family: Cogeneration Systems combine power generation with hot water production. Cogeneration systems are considerably more energy efficient than conventional power plants.</p> <p>Single-family: Micro Combined Heat and Power (CHP) Systems are similar to Cogeneration Systems but are sized for single-family residential applications.</p>
Other Green		Green measures for new units are those with LEED, ENERGY STAR,

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Measures		or Enterprise Green Communities ratings/labels. Other green measures include environmentally friendly storm water management systems; green roofs; low- or no-VOC paints; resource efficient materials; recycled products; and other indoor air quality (IAQ) measures including mold and moisture control.
How many units were built or gut rehabilitated to Nationally Recognized Green Building Standards?		(such as LEED, ENERGY STAR, or Enterprise Green Communities)
How many units had a Green Roof installed?		Green roofs are rooftops planted with vegetation. Intensive green roofs have thick layers of soil (6 to 12 inches or more) that can support a broad variety of plant or even tree species. Simpler green roofs (extensive roofs) have a soil layer of 6 inches or less to support turf, grass, or other ground cover. Green roofs provide additional insulation to residence and reduce stormwater runoff peak flows
How many units were painted with Low or No-VOC Paints?		Most conventional paints contain VOCs (volatile organic compounds).. The VOCs diminish air quality, and may be detrimental to your health.
In how many units did you use Recycled Building Products?		Use salvaged products or use products with minimum of 25% postconsumer recycled product.
In how many units did you Install Spot Ventilation?		Ventilating the bath and kitchen can improve the indoor air quality of a unit. When installing ventilation use ENERGY STAR qualified exhaust fans.